

NOTICE OF VACANCY

Administrative Assistant for West Tisbury Community Preservation Committee

Part time, 5-10 hours per week, Grade E, from \$19.50 per hour.

Major duties include maintaining schedules and records, preparing various reports and warrant articles, maintaining budgets, working with applicants, and contacting various organizations, agencies, and Community Preservation Committees in other towns as needed under the direction of the Chair.

Qualifications: High school and some post-secondary graduate training minimum; college graduate preferred. Three years experience including clerical, computer, and financial skills; ability to write clear, concise expository prose.

Submit letter of interest and resume to CPC, Town Hall, PO Box 278, West Tisbury, MA 02575, or by email to cpa@westtisbury-ma.gov. In addition, all applicants must complete an official job application form available at Town Hall. Applications close at 5:00 pm on June 1, 2012.